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The on-screen version of the Collider-Accelerator Department Procedure is the Official Version.  
Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A.*

## C-A OPERATIONS PROCEDURES MANUAL

### 9.9.1 Procedure for Conducting Safety Walks

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#### Hand Processed Changes

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Approved: \_\_\_\_\_ ***Signature on File*** \_\_\_\_\_  
Collider-Accelerator Department Chairman Date

A. Piper

## **9.9.1 Procedure for Conducting Safety Walks**

### **1. Purpose**

This procedure provides the instructions for the C-A ESHQ group members in conducting Safety Walks.

### **2. Responsibilities**

2.1 The C-A ESHQ Division Head, or designee, is responsible for selecting tasks to be reviewed during Safety Walks.

2.2 The C-A ESHQ Division Head, or designee, conducts the Safety Walk.

### **3. Prerequisites**

3.1 The job site supervisor, and workers performing the task to be evaluated, accompany select members of the C-A ESHQ Division on the Safety Walk.

### **4. Precautions**

4.1 Individuals participating in the Safety Walk must don P.P.E. as required to mitigate the hazards associated with observation of the task.

### **5. Procedure**

5.1 The C-A ESHQ Division Head, or designee, shall contact the appropriate supervisor several days in advance to schedule the selected Safety Walk.

5.2 The C-A ESHQ Division Head, or designee, shall notify the participating C-A ESHQ Division members of the date, time and location of the Safety Walk.

5.3 The C-A ESHQ Division Head, or designee, and the participating C-A ESHQ Division members, shall observe the task selected for the Safety Walk and note any positive or negative observations which require further review or corrective measures.

5.4 During the Safety Walk, feedback is encouraged from the supervisors and workers to address any additional positive or negative observations, which require further review or corrective measures.

5.5 A minimum of 26 Safety Walks are to be performed in each calendar year.

**6. Documentation**

- 6.1 The C-A ESHQ Division Head, or designee, shall prepare a Safety Walk report. The report shall indicate all positive and negative observations requiring further review or corrective measures.
- 6.2 The C-A ESHQ Division Head, or designee, shall distribute a copy of the Safety Walk report to the responsible supervisor, the workers, the C-A Department Chairman., the C-A Associate Chair for ESHQ, and the participating members of the C-A ESHQ staff.
- 6.3 The C-A ESHQ Division Head, or designee, shall notify those persons responsible for closure of observations requiring corrective measures through use of the ATS family tracking system.
- 6.4 The C-A ESHQ Division Head, or designee, shall track all observations requiring corrective measures to closure through use of the ATS family tracking system.

**7. References**

None

**8. Attachments**

None